

**Lynchburg Parking Authority
Minutes**

**City Manager's Office
900 Church Street
Lynchburg, VA 24504**

**Tuesday, February 8, 2011
3:00 p.m.**

Members Present: Michael Gillette, Tom Gerdy, Ed Koepernick, J. Randolph Nelson, Brandon Farmer

Staff Present: Kim Payne, Norman Hale, Danny Marks, Cheryl Foxx, Donna Witt

Others Present: Alicia Petska, Gary Dupriest

Meeting was called to order by Councilman Gillette.

The December 14, 2010 minutes were approved with one clarification. Tom Gerdy's question was clarified to read "specialty permits".

Old Business

Electing a Chair

Gillette explained that he is acting chair. Gillette still thinks it's a good idea to have a chair that is not a council member. The Authority decided that a chair would be elected once the Authority is at full capacity. An appointment will be made in the council meeting tonight. Gillette asked Kim to remind Lynch's Landing to send a representative.

Report on Clay Street Deck Parking monthly permits

Q—Gillette –What's the status of Holy Cross church influencing how busy the deck is?

A—Norman – It depends on the activities at the church. If the church is having an activity during the day and the courts are having a trial, it reduces the number of parking spaces available for public use.

Q---How many monthly parking permits have been sold?

A—Norman stated that only one permit has been sold. Randy stated that he had spoken with constituents and they say that \$50.00 is too high. Norman stated it may not be a bad idea to drop the price to \$45.00. Kim stated that the permits haven't been out quite a month and suggest waiting another month or so. It's too early to make any decisions. We will look at the rates again in April.

New Business

Lynch's Landing role in parking

Kim stated that we are putting together a budget for the parking program. The role that Lynch's Landing presently plays is managing the Midtown Parking Deck. If the City takes on this role we would no longer pay Lynch's Landing a fee to administer the Midtown Parking Deck. We still have to look at the revenues. We will be bringing this information to the Authority and to full council. We pay for the executive director position and the parking manager position. We have advised Lynch's Landing that the long term goal is for the City to take over the role of managing the Midtown Deck. It's going to mean additional staff.

Gillette – There are basically three options in the way Lynch's Landing is handled. (1) Status quo, separate the two out completely or subcontract with Lynch's Landing and readjust fees.

Norman stated that there may be an additional cost of supplying the subcontractor with access. We would have to obtain another license for the software.

Norman's needs –Enforcement positions need to be full time, one position has been vacant for 6 months, because people are looking for full time work, also need an administrative person. We must be able to show that the cost can be covered.

Q - Gary Dupriest – Norman, could you do research on raising handicap penalty from \$100 to \$500.

A - Norman will gather data of infraction rate and will revisit at next meeting.

For next meeting:

Lynch's Landing Representative

Election of new chair person

Research on raising the handicap penalty from \$100-\$500

Revenue Report

Next Meeting – April 12, 2011